

READVERTISEMENT

**State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604**

VACANCY ANNOUNCEMENT

May 29, 2008

4 Page Document

TITLE:	Administrative Support II
POSITION NO:	00566
LOCATION:	Child & Family Services Division, Livingston
STATUS:	Part-Time/Permanent (30 hrs/wk)
UNION:	MPEA
PAY GRADE:	Pay Plan 20, Pay Band 3
STARTING SALARY:	\$9.68 - \$12.10 hourly. Depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, June 12, 2008.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: This is a part-time position, working at least 30 hours per week, and possibly up to 40 hours per week. The successful candidate will be able to handle the stress of clients in crisis, traumatic or controversial subject matter, and heavy workloads while maintaining a professional manner. Transportation of clients may be occasionally or routinely required in some locales. **Applicant must have a valid driver's license and access to a vehicle. The successful applicant will be required to sign a Driving Release Record Form.**

CRIMINAL RECORDS AND CHILD PROTECTIVE SERVICES BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job. The department will also conduct a child protective services check to determine if the applicant has any involvement with the CPS system, which would be relevant to the position.

TYPICAL DUTIES: This position is responsible for providing clerical and administrative support services to division Child Protection Specialists (CPS) regarding foster care, investigative, and licensing functions. The incumbent will work closely with county social workers and supervisors to act as a liaison between division CPSs and other divisions of the department, the County Attorneys Office, and numerous other community-based providers/partners to ensure smooth coordination in the provision of services to ensure the safety, well-being, and permanency of children brought to the division's attention. Specific duties include typing correspondence, forms, appraisals and pre-appraisals; making travel arrangements for staff as requested; processing travel vouchers and payroll-related documents as needed; assisting with new employee orientation and ensuring completion of new employee packets by providing instruction; performing receptionist duties such as answering the telephone, greeting and directing visitors, routing calls and clients to workers, and opening/routing incoming mail and preparing outgoing mail; records management; assists CPSs in maintaining data in the computerized information system (CAPS); maintains Outlook distribution lists and adds new employees to calendars; and is responsible for CAPS, criminal, sex offender, and driver's license background checks on all applicants who apply to be licensed for daycare, foster care, or adoption and then routes the findings to the appropriate authority.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of department organizational structure and division policies/procedures; office practices/procedures, business English and legal terminology, spelling, editing, and composition; and state/federal funding consequences for legal, procedural, or electronic data errors. Knowledge of social services systems is preferred.

Skills: Skill in public relations; organization; the use of a personal computer and computer applications such as Word, Excel, Windows software, mainframe and other network software applications, and other office equipment (e.g., typewriter, transcriber, copy machine, digital phone system, etc.); composing business and legal correspondence using correct English, spelling, and grammar; and customer service.

Abilities: Ability to establish and maintain professional and effective working relationships with individuals within the office and numerous other public and private agencies; maintain strict confidentiality guidelines; work well independently and with limited direct supervision; set priorities; make decisions; be assertive; be sensitive to clients and staff in emotionally charged situations; adjust to constant change; relate to the

immediate needs of others; work under stressful conditions and demanding timelines; and learn and teach new computer skills.

EDUCATION/EXPERIENCE REQUIRED: High school diploma (or GED) **AND** three years of job-related clerical/administrative work experience in an office setting.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.